2010 Census New Construction Program

PDF MAP AND SHAPEFILE USER GUIDE
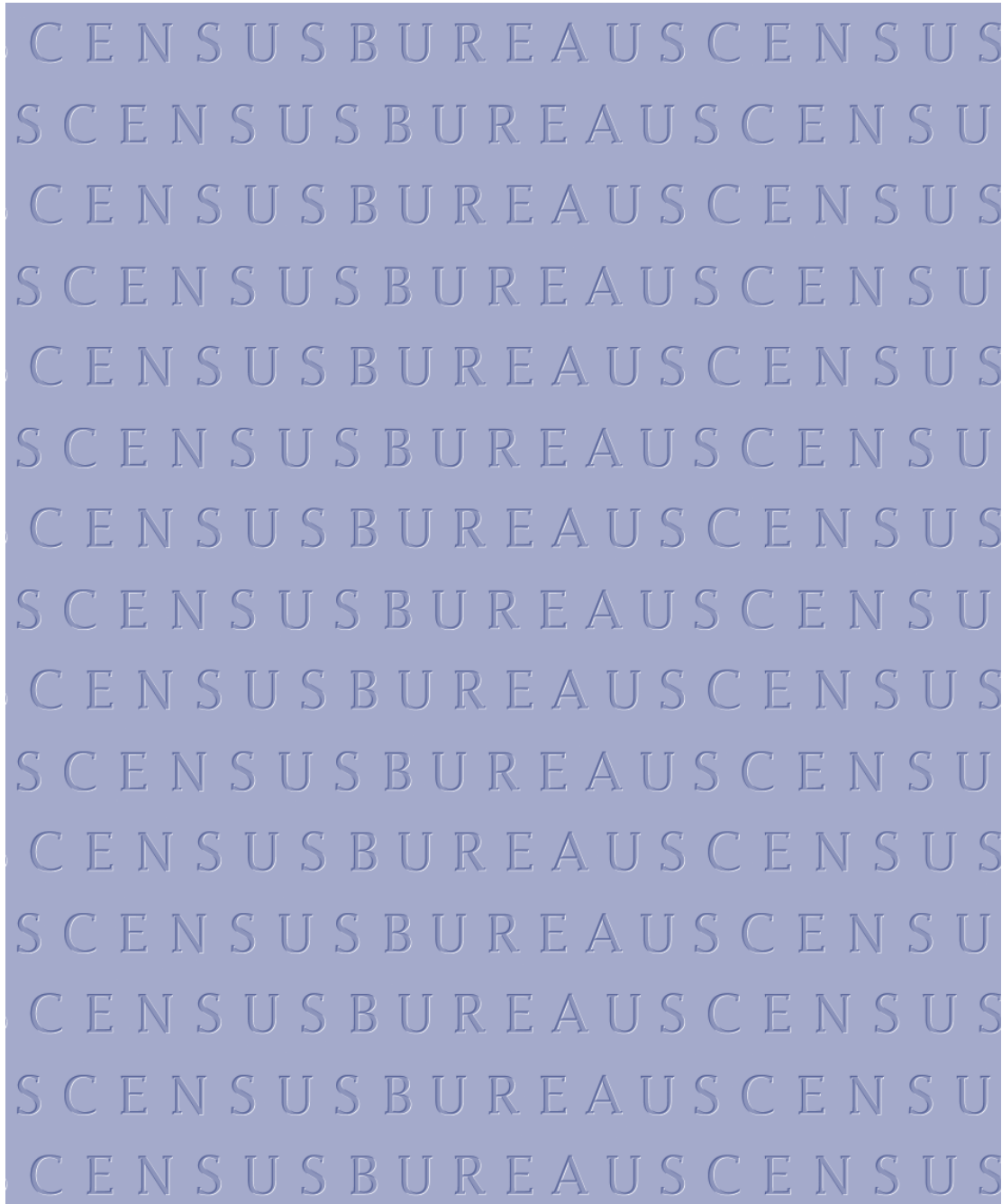
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2010

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The 2010 Census New Construction Program

The United States Census Bureau wants to ensure that the residential address list for the 2010 Census is as complete and as accurate as possible on April 1, 2010. The Census address list has been updated with the assistance of tribal, state, and local governments through the Local Update of Census Addresses (LUCA) program. Subsequently, the Census Bureau updated the list through a nationwide field canvass. The New Construction Program is the final opportunity for you to submit new city-style housing unit addresses for which basic construction began during or after March 2009 and are expected to be closed to the elements (final roof, windows, and doors) by Census Day, April 1, 2010.

New Construction Program participation allows you to submit your local address list file of **city-style**[1] single structure residential addresses only, in a predefined Census Bureau computer-readable format. The Census Bureau will only accept local address files (city-style addresses only) in the predefined format as explained in Chapter 4.

The New Construction Program has been offered to all jurisdictions that have census blocks in which 2010 Census questionnaires are delivered by the U.S. Postal Service to predominantly city-style addresses. For other areas, the Census Bureau will have its employees hand deliver questionnaires to the housing units in each census block, update the Census address list where newly built units are missing from the list, and deliver a questionnaire to each new address (or actually conduct the enumeration at each housing unit) as they complete their assignment.

In the New Construction Program, participants can only add housing unit addresses. This program does not allow for address deletions or corrections or for changes to the governmental unit boundaries shown on the maps. The Census

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[1]A **city-style address** consists of a house number and street name and zip code; for example, 201 Main Street. The address may or may not be used for the delivery of mail and may include apartment numbers/designations or similar identifiers. *See Chapter 2 for a complete definition.*

Bureau updates the boundaries through its annual Boundary and Annexation Survey.

For governments choosing to use the Census Bureau's MAF/TIGER Partnership Software (MTPS) that was included with your materials, please see the separate MTPS User Guide.

Definition of Qualifying New Construction

New construction is defined as any residential housing unit for which basic construction began during or after March 2009 and is expected to be closed to the elements (final roof, windows, and doors) by Census Day, April 1, 2010. The Census Bureau defines basic construction as closing the structure and having it protected from the elements, that is, having a roof, windows, and doors in place. The structure must be within the New Construction Program review area shown on the Census Bureau maps.

Background

The Census Bureau's Master Address File (MAF)

In preparation for Census 2000, the Census Bureau created the Master Address File (MAF) by merging the 1990 Address Control File[2] with the latest version of the U.S. Postal Service's (USPS) Delivery Sequence File[3] (DSF) and by a field address listing method in areas with non-city style addresses. The MAF is a nationwide database of all addresses used to support many of the Census Bureau's operations. Besides containing mailing addresses and ZIP Codes, an address record in the MAF also contains geographic information about the location of addresses. In areas where there are non-city style addresses (e.g., rural route or post office box number), the address record may contain additional information such as a location description.

The Topologically Integrated Geographic Encoding and Referencing (TIGER®) Database

Address records in the MAF are linked to feature segments in the Topologically Integrated Geographic Encoding and Referencing (TIGER®) database. The TIGER® database includes the geographic coordinates and names of all streets, water features, and other linear features, and boundaries for all jurisdictions and statistical areas (census tracts[4], census blocks[5], etc.) used to tabulate decennial census data. The TIGER® database also includes address ranges[6] along streets that have city-style addresses and the hierarchy of census geographic area codes from the state level down to individual census blocks (www.census.gov/geo/www/geodiagram.html). By linking address records in the MAF to the TIGER® database, the Census Bureau is able to identify street segments along which an individual address exists and determine the geographic code that applies to that address.

The Census Bureau's Geography Division regularly updates the MAF/TIGER database from various sources. In addition to the USPS DSF, other update sources include current household surveys, special censuses, and local sources.

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[2]The 1990 residential address list used to label questionnaires, control the mail response check-in operation, and determine the nonresponse follow-up workload.
[3]A computerized file containing all delivery point addresses serviced by the U.S. Postal Service (USPS). The USPS updates the DSF continuously as its letter carriers identify addresses for new delivery points or changes in the status of existing addresses.
[4]A **census tract** is a small, relatively permanent statistical division of a county or statistically equivalent entity, delineated for the purpose of presenting Census Bureau statistical data.
[5]A **census block** is a geographic area bounded by visible features, such as streets, roads, streams, and railroad tracks, and invisible features, such as the boundaries of governmental units and other legal entities. Census blocks are the smallest area for which the Census Bureau collects and tabulates statistical information.
[6]**Address ranges** are the lowest and highest address numbers used to identify structures along each side of a street segment that has city-style addresses. Usually one side of the street has even address numbers and the other side has odd address numbers.

New Construction Program Responsibilities

Census Bureau's New Construction Program Responsibilities

The Census Bureau's New Construction Program responsibilities include:

- Providing the necessary materials to participants.
- Providing technical assistance.
- Processing and verifying new addresses submitted by New Construction participants.

New Construction Program Participants' Responsibilities

As a participant in the New Construction Program, your responsibilities include:

- Selecting your New Construction liaison.
- Signing and returning the Registration Form.
- Ensuring that everyone working on the New Construction Program understands the procedures for participating in the program as well as Census Bureau terminology and concepts.
- Preparing a strategy for providing eligible New Construction addresses.
- Completing your New Construction updates and submitting your updated addresses to the Census Bureau within 45 calendar days from the receipt of your materials (feature updates are not part of the New Construction Program and will not be accepted).

Technical Support

Should you need technical support, please contact the Census Bureau Help Desk toll free at 1-866-919-5822

Schedule

August 2009	New Construction Program invitation letters and registration materials were mailed to the highest elected officials and a courtesy copy to other contacts in eligible governments.
August 2009-October 2009	Invited governments registered for the New Construction Program.

November 2009–January 2010   The Census Bureau ships New Construction Program review materials to each participating government. New Construction Program participants update and submit their addresses to their Census Bureau's Regional Census Center.

November 2009–March 2010   Census Bureau reviews participant's New Construction Program submissions and updates the MAF/TIGER database.

Respondent Burden

The Census Bureau estimates that it will take about 48 hours to complete the New Construction review depending on the number of addresses and rate of address growth and change. This includes the time needed to read the invitation materials and complete the registration forms, and upon receipt of the New Construction materials, to read the instructions, assemble and review the materials, and provide updates.

Please send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:

Paperwork Project 0607-0795, 4600 Silver Hill Road, Room 3K138, Washington, DC 20233.

Or you may e-mail comments to <paperwork@census.gov>; use "Paperwork Project 0607-0795" as the subject. Please include a copy of your message addressed to <geo.new.construction@census.gov>.

Under the Paperwork Reduction Act, the Census Bureau cannot ask you to respond to a collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. The OMB control number is found in the upper right corner of each New Construction form.

CHAPTER 2
BEFORE YOU BEGIN YOUR REVIEW

Introduction

Chapter 2 explains some of the terms and concepts used by the Census Bureau and recommended strategies for your New Construction review. Refer to the *Glossary* or visit the Census Bureau's Web site at <www.census.gov> for additional terms and definitions.

What is a Housing Unit?

A single-family house, townhouse, mobile home, trailer, apartment, group of rooms, or a single room occupied as a separate living quarters or, if vacant, intended for occupancy as a separate living quarters. A separate living quarters is one in which one or more occupants (or intended occupants, if vacant) live separate from any other individual(s) in the building and have direct access to the living quarters without going through another living quarters, such as from outside the building or through a common hall.

What is an Acceptable New Construction Program Housing Unit?

The following types of housing units are acceptable and should be included on your address list:

- Houses, including townhouses, condominiums, and apartments.
- Living quarters within an otherwise nonresidential structure such as an apartment within a church, school, or business.
- Mobile homes or trailers occupied as separate living quarters, or if vacant, intended for occupancy as separate living quarters.
- Any housing units under construction that are expected to be closed to the elements (final roof, windows, and doors) will be completed by Census Day, April 1, 2010.

Unacceptable Types of Housing Units

Exclude the following unacceptable types of housing units or structures and all group quarters addresses from your New Construction Program submission. Unacceptable housing units or structures include:

- Condemned or scheduled for demolition.
- Being converted or remodeled for nonresidential purposes.
- Used solely for storage.
- Used solely as offices or businesses in which no one is living.
- Used solely for ceremonial purposes.
- Under construction and will **not** be habitable (closed to the elements with final roof, windows, and doors) on Census Day, April 1, 2010.
- Group Quarters (see description below). The Census Bureau programs: Group Quarters Validation (GQV) and Group Quarters Advance Visit (GQAV) will be the mechanisms used to collect group quarters data.

What are Group Quarters?

A place where people live or stay, in a group living arrangement, that is owned or managed by an entity or organization providing housing and/or services for the residents. This is not a typical household-type living arrangement. These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those receiving these services. People living in group quarters are usually not related to each other.

Below are examples of group quarters that are **not** acceptable and should not be included in your New Construction Program submission:

- Correctional facilities.
- Juvenile facilities.
- Nursing homes.
- Hospitals with long-term care facilities.
- College or university dormitories, fraternities, sororities.
- Dormitories for workers.
- Religious group quarters.
- Shelters.
- Group homes.
- Any group quarters under construction that will be habitable (closed to the elements with final roof, windows, and doors) on Census Day, April 1, 2010.

Note: Housing units and group quarters can exist within the same structure; you can include the addresses for these housing units but not those for the group quarters.

Census Bureau Addresses

Residential and Nonresidential Addresses

The Census Bureau classifies all addresses as either residential and nonresidential. Residential addresses are for housing units and/or group quarters where one or more people could live. Nonresidential addresses are for structures or units within a structure that do not serve as a residence, such as commercial establishments, schools, government offices, and churches. Nonresidential addresses are not accepted in the New Construction Program.

Some structures can contain both residential and nonresidential units, even though they have the same address, i.e. an apartment over a store or a home with an office. You should include these types of residential units that exist within the same structure as nonresidential units with your New Construction address updates.

Address Formats

City Style Address Format

The Census Bureau refers to housing units and group quarters addresses that have a house number and street name address, for example, 212 Elm Street or 137 Clark Ct., Apt. 316, as city style addresses. In some instances, the house number may also include an alpha character such as 35A or W9254. These addresses are used for mailing or to provide a location for emergency services, such as police, fire, and rescue (E-911 addresses).

City style addresses for housing units in multiunit structures, such as apartment buildings, contain a unit designator, for example, Apt 101 or Suite D or a location designator such as "rear" or "basement" (*See Appendix C, Unit Designation Abbreviations*). The Census Bureau and the USPS treat these unit designators as part of the housing unit address, and they are included as part of each such census address record.

Non-city Style Address Format

The Census Bureau classifies addresses that do not include a house number and/or a street name as non-city style addresses. Non-city style addresses **do not include a complete** house number and street name address. The majority of non-city style addresses are located in the more sparsely settled areas of the United States; however, they may exist in small- or medium-sized towns as well. Frequently used non-city style mailing addresses include:

- General delivery.

- Rural route and box number.
- Highway contract route and box number.
- Post Office box only delivery.

Non-city style addresses often do not follow any numeric sequence, and may not be associated with the name of the street or highway on which they are located.

Census Tracts

Census tracts are small, relatively permanent statistical subdivisions of a county or statistically equivalent entity, delineated for presenting Census Bureau statistical data.

The proposed criterion for census tracts for the 2010 Census is that they contain a minimum of 1,200 people with an optimal population of 4,000.

Census tract boundaries are delineated with the intention of being stable over many decades, so they generally follow relatively permanent visible features. However, they may follow governmental unit boundaries and other non-visible features in some instances. Census tract boundaries never cross state or county (or statistically equivalent entity) boundaries.

Each census tract is uniquely numbered within a county and contains numerous census blocks. Census block numbers consist of 4-digits, and may include a single alpha character suffix reflecting a boundary change or added feature (e.g. 3001A and 3001B).

Census Blocks

A Census block is an area bounded by visible features such as streets, roads, streams, and railroad tracks and nonvisible features such as the boundaries of governmental units and other legal entities. A block is the smallest geographic area for which the Census Bureau collects and tabulates statistical data.

Census blocks may look like a city block or may be large and irregularly shaped, depending upon features. The boundary of a state or a county is always a block boundary.

Census blocks are numbered within census tracts and are unique to the census tract to which they belong. Census block numbers consist of 4-digits, and may include a single alpha character suffix reflecting a boundary change or added feature (e.g. 3001A and 3001B).

Note: The 2010 Decennial Census New Construction Program addresses are coded to **current** census block/geography.

What is Geocoding?

In order to process your address submissions, the Census Bureau **requires** the inclusion of **census geographic code information**. This link to census geography is referred to as geocoding. Geocoding places an individual address in its correct geographic location, which includes the correct **state, county, census tract, and census block** codes.

Because the Census Bureau counts people where they live, census geographic code information or geocodes support the systematic collection of data that allows Census enumerators to locate an address. They are also important in allocating data from questionnaire responses to the correct location. You **must include census geographic code information** for the Census Bureau to process your address submissions. The Census Bureau will not accept addresses without census geographic codes (geocodes) including the **state, county, census tract, and census block** codes.

You can find these census geographic codes on your New Construction materials.

Strategies for Conducting the New Construction Program Review

You must decide for yourself how to conduct the New Construction Program. Consider your available time, the information you have readily available, and the staff and computer resources you have.

Local Address Sources

There are many possible sources of local address information. The following list provides suggestions for local address source materials:

- New housing construction or building permits (include units that are under construction only if final roof, doors, and windows will be in place on Census Day, April 1, 2010).
- E-911 address files.
- Housing occupancy permits.
- Planning or zoning records.
- Local utility records.
- Drivers' license files.
- Annexation records.
- Assessment or taxation files.
- Voter registration files.

CHAPTER 3
THE CENSUS BUREAU'S PREDEFINED COMPUTER-READABLE LOCAL ADDRESS LIST FILE FORMAT

> The Predefined Computer-Readable Format
> The Address List Template Record Layout File

The Predefined Computer-Readable Address List File Format

You must submit your local address file, containing residential **city-style** addresses only, in the predefined format as shown in Figure 3.1. The Census Bureau will only accept and process address files submitted in this format. Non-city style addresses and Group Quarters **will not be accepted or processed**.

The predefined file format contains 9 fields of information with a maximum of 361 characters for each address record. All fields must contain data with the exception of the apartment/unit number.

Figure 3.1: Census Bureau's Predefined File Format for Local Address List Submission

Field Number	Maximum Character Length	Field Name	Description/Notes
1	12	Entity ID Code	Unique number assigned by the Census Bureau to each entity - Required
2	2	State Code	2-digit Current State Code - Required
3	3	County Code	3-digit Current County Code - Required
4	7	Census Tract Number	Up to 4-digit Census Tract Number, plus 2-digit number suffix, if applicable, includes a period for suffixed tracts. If no suffix, includes period and zero fill, e.g. 5432.00 - Required
5	5	Census Block Number	4-digit Current Census Block Number, plus 1-digit alpha character suffix, if applicable - Required
6	35	House Number	Housing unit's or group quarters' assigned house number - Required
7	100	Street Name	Full street or road name - Required
8	53	Apartment/Unit Number	Within structure descriptor or identifier, such as APT 5 or 1st FL FRNT - Optional
9	5	City-style Mailing ZIP Code	5-digit ZIP Code - Required

The Address List Template Record Layout File

An address list template record layout is included on your CD-ROM. Use this template to import your local address file for submission. The name of this file is:

AddressListTemplate.txt

- Create a new directory or new folder on your hard drive. Copy the file from the CD-ROM into that directory or folder.

- When you open the text file with your spreadsheet or database application provide the application program with the following:

  o Fields are **delimited**.

  o Delimiter is **pipe**. (**|**)

  o Text qualifier is **none**.

  o All field types are **text**.

- Define all field types as "**text**".

- Be sure that the required address information is in the appropriate field as listed below for each address record. (*Your Entity ID can be found on your New Construction materials.*)

  Note: All address records must contain census geographic codes including the **state code, county code, census tract number, and census block number**. The Census Bureau will not accept addresses without census geographic codes.

  1. **Entity ID Code**
  2. **State Code**
  3. **County Code**
  4. **Census Tract Number**
  5. **Census Block Number**
  6. **House Number**
  7. **Street Name**
  8. **Apartment/Unit Number**, if applicable:

     - If you have multiunit structures (apartments, condominiums, etc.) listed in your address file or need to add these addresses, use the following guidelines for identifying individual units:

       a. Enter the unit designation (e.g., APT 5, UNIT 103) in the **Apartment/Unit**

Number field. You must provide a unit designation.

A Special Note on Unit Designation:
For the 2010 Local Update of Census Addresses (LUCA) Program, participants were allowed to use an "*" as the unit designation where not known. This allowance can no longer be accommodated at this late juncture in the 2010 Decennial Census process. The Census Bureau requires a unit designation for each new residence identified in a multiunit structure. The existence of a complete address provides our field staff with the information needed to accurately identify and enumerate each newly constructed unit.

9. **City-style Mailing ZIP Code**

- Save your address list file as a pipe-delimited, ASCII text file. *(If you need further instruction on saving a pipe-delimited, ASCII text file, please call the Help Desk toll free at 1-866-919-5822.)*

- Name the file containing your local address list <entity code>_NCAL.txt (<entity code>_NCAL.txt *is your entity identification code found on your New Construction materials*).

See Chapter 5 for instructions on submitting your address list file to the Census Bureau.

CHAPTER 4
THE CENSUS BUREAU MAPS

Introduction

The Census Bureau provides you with PDF maps or shapefiles as a reference for locating and geocoding individual addresses. The New Construction Program maps are provided for geocoding purposes only. The reference maps are offered in PDF format or the participant may have elected to receive the spatial data from TIGER® in shapefile format that requires a Geographic Information System software application for viewing. For governments choosing maps in PDF format, the Census Bureau provides Adobe Reader software to view the PDF maps. For governments choosing to use the Census Bureau's MAF/TIGER Partnership Software (MTPS) that was included with your materials, please see the separate MTPS User Guide.

Software Requirements for PDF Map Viewing

The PDF Map you receive is in Portable Document Format (PDF), which means that it can be viewed with PDF software. The Census Bureau has provided free Adobe PDF software for you to view your map. This software is included on the CD you received in your participation package.

Opening a Census Bureau PDF Map

- The Census Bureau recommends that you make a copy of the PDF Map file and save it on your hard drive. This will preserve the original file should you need to look at an original record or require another original copy of the file.

- To keep your work organized, create a new directory or new folder on your hard drive. Copy the file from the CD-ROM into that directory or folder.

- If needed, install the PDF software on your computer.

- Open the Map PDF with your PDF software.

- If you need assistance or more information, call the Help Desk toll free at 1-866-919-5822.

Reading a Census Bureau PDF Map

The Census Bureau PDF map shows some of the same information found on a typical road map, such as streets, water features, and legal boundaries. However, the Census Bureau map displays this information using symbols unique to the Census Bureau.

The map displays the following information:

- Entity name and FIPS Entity Code.
- Entity boundary.
- New Construction Eligible Blocks.
- Census block numbers.
- Census block boundaries.
- Census tract numbers.
- Census tract boundaries.
- Streets.
- Street names.
- Railroads.
- Water features.

For each entity, the Census Bureau's New Construction maps depict the smallest geographic entities for which the U.S. Census Bureau presents data - the census block - by displaying the features that form block boundaries and the numbers that identify them. The intent is to produce a map for each New Construction Program participant, on the smallest possible number of map sheets, at the maximum practical scale. Refer to Figure 4.1 for an example of a Census Bureau PDF map. Within the New Construction review area there may be Census blocks in your jurisdiction that are **not eligible for the New Construction Program. Those blocks are indicated by an "x" shading pattern** (refer to figure 4.2 for an example).

If your entity contains more than one map sheet an index map is provided. The index map (refer to figure 4.3 for an example) will show entity boundaries and have an overlay of a grid of squares. Using this grid, you can determine which map or maps cover the area of interest. At the center of each grid square you will find a map sheet number. This number is also a part of the file name for the PDF file of the map(s). It is the last three positions before ".pdf" for example; "nc25001_003.pdf" is sheet number three. **The border of the index map below the legend contains a listing of map sheets with new construction eligible blocks.**

Figure 4.1: Example of a Census Bureau PDF Map

Figure 4.2 Example of Census Bureau PDF Map with eligible and ineligible blocks
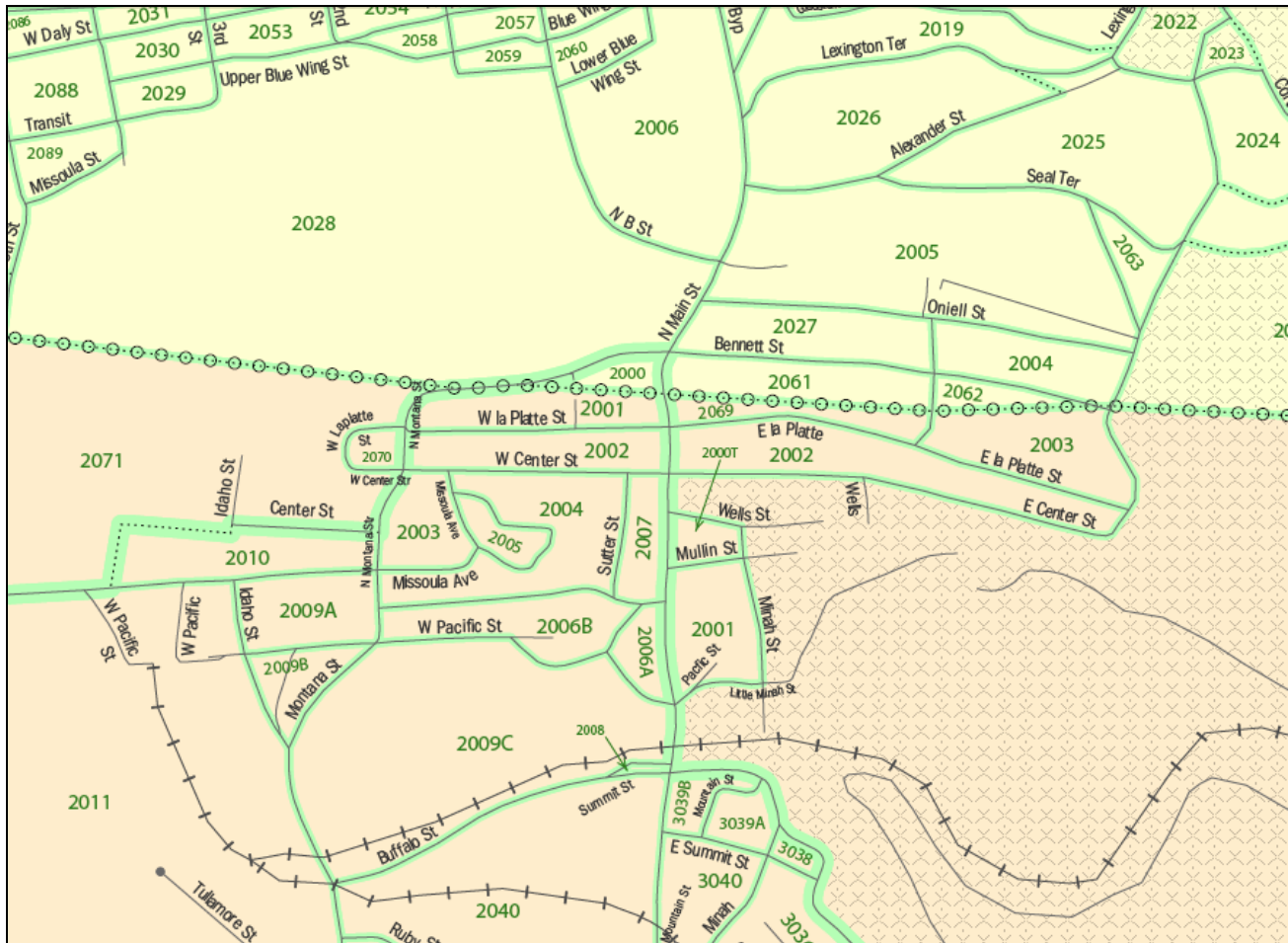
Figure 4.3 Example of Census Bureau PDF Map Sheet Index
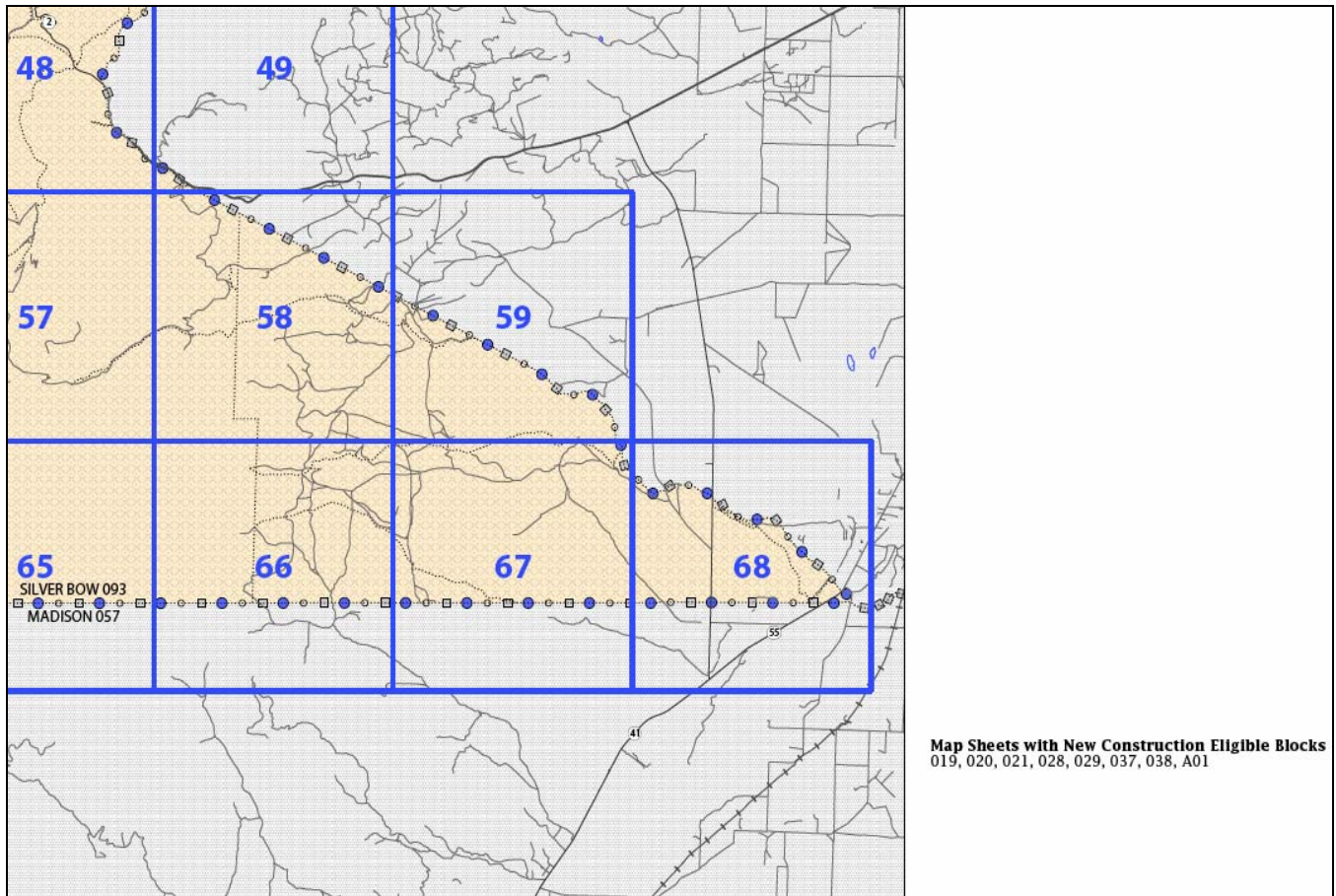
Geocoding Addresses

In order to geocode any address updates you must provide the entity ID, state code, county code, census tract, and census block where address is located. Entity ID information can be found on your materials CD. The Entity ID will begin with two letters, PL for a city, CO for a county, MC for a township and TR for a Tribal government. The State and County codes can be found on the bottom right corner of your PDF map.

Information contained in the map border:

- Entity identification information.
- Bar Code.
- Scale.
- North arrow.

The symbols on the map legend include:

- Boundaries.
- Transportation.
- Other Features.
- Landmarks.
- Footnotes and Notes.

See *Appendix A* for a detailed description of the map legend.

Shapefiles

Shapefiles require the use of GIS software. The Census Bureau provides county-based shapefile layers in Environmental Systems Research Institute[7] (ESRI) shapefile format. Participants can use shapefiles to assist in geocoding New Construction addresses.

To geocode addresses to census blocks, a tab block shapefile is included. The tab block shapefile contains New Construction blocks. Ineligible blocks will be appropriately shaded and will not be available for updates of new addresses.

The shapefiles, created from the MAF/TIGER database, allow you to geocode address updates. All linear features in the MAF/TIGER database are contained in the edges shapefile.

In order to use shapefiles, you must have a GIS. If you wish to use the Census Bureau's MAF-TIGER Partnership Software (MTPS) that was included with your materials, please see the separate MTPS User Guide.

The Census Bureau's Shapefile Coordinate System and Projection Information

All shapefiles provided by the Census Bureau are in the following geographic coordinate system:

- GCS_NAD83
- Angular Unit: Degree (0.017453292519943299)
- Prime Meridian: Greenwich (0.000000000000000000)
- Datum: D_North_American_1983
- Spheroid: GRS_1980
- Semi-major Axis: 6378137.000000000000000000
- Semi-minor Axis: 6356752.31414035610000000
- Inverse Flattening: 298.257222101000020000

General File Setup Guidelines

Upon receipt of your shapefiles, follow the setup guidelines listed below before beginning actual updates:

- Open the CD and enclosed zip file to ensure it contains the shapefiles for your entity.

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[7]All shapefiles provided by the Census Bureau are in Environmental Systems Research Institute (ESRI) format. The use of brand names does not represent an endorsement of a company or its products by the U.S. government. Due to the wide use of ESRI products by our partners in the GIS community, and ubiquitous use of the shapefile format as a medium for GIS data exchange, the Census Bureau provides data in shapefile format.

- Copy and unzip the shapefiles to a directory on your server or hard drive.

- Open the shapefile in a GIS.

Note: If you are using GIS software that does not contain a shapefile translator, please contact the Help Desk toll free at 1-866-919-5822 for further instructions.

New Construction Review Area

There may be **Census blocks in your jurisdiction that are not eligible for the New Construction Program.** The TABBLOCK shapefile contains an attribute titled NCELIGIBLE (for New Construction eligible). New Construction **eligible blocks will have a "Y" in the NC ELIGIBLE field of the TABBLOCK shapefile** (Refer to Table 4.1 for an example of a NC TABBLOCK Table. NCELIGIBLE is highlighted in the table). When geocoding any address updates you must provide the State Fips Code, County Fips Code, Census Tract Code, and Tabulation Block. These attributes will be found in the in the NC TABBLOCK Table as found in figure 4.3.

Figure 4.2: Example of NC TABBLOCK Table with NCELIGIBLE Field Highlighted

Shapefile Layer Type	Shapefiles				
	Attribute Name	Length	Data Type	Field Type	Column Description
Census Blocks - Current (TABBLOCK)	STATEFP	2	String	VARCHAR2	FIPS State Code
	COUNTYFP	3	String	VARCHAR2	FIPS County Code
	STATEFP00	2	String	VARCHAR2	FIPS 2000 State Code
	COUNTYFP00	3	String	VARCHAR2	FIPS 2000 County Code
	TRACTCE00	6	String	VARCHAR2	Census Tract Code
	BLOCKCE	4	String	VARCHAR2	Tabulation block number
	SUFFIX1CE	2	String	VARCHAR2	Census Block Suffix 1
	SUFFIX2CE	2	String	VARCHAR2	Census Block Suffix 2
	NCELIGIBLE	1	String	VARCHAR2	Block Eligible for New Construction Y/N?
	BLOCK	8	String	VARCHAR2	Tabulation Block Number, Census Block Suffix 1, Census Block Suffix 2
	BLOCKID	19	String	VARCHAR2	FIPS State Code, FIPS County Code, Census Tract Code, Tabulation Block Number, Census Block Suffix 1, Census Block Suffix 2

Geocoding Your New Addresses with Shapefiles

When submitting your address updates you must provide the State code, County Code, Census Tract and Census Block numbers for each address record. These attributes are found in the in the NC TABBLOCK shapefile as found in figure 4.3. Entity ID information can be found on your materials CD. The Entity ID will begin with two letters, PL for a city, CO for a county, MC for a township and TR for a Tribal government

State Code – STATEFP field
County Code – COUNTYFP field
Tract Number – TRACTCE00
Block Number – Block field

Figure 4.3: Example of NC TABBLOCK Table with Needed Geocoding Fields Highlighted

Shapefile Layer Type	Shapefiles				
	Attribute Name	Length	Data Type	Field Type	Column Description
Census Blocks - Current (TABBLOCK)	STATEFP	2	String	VARCHAR2	FIPS State Code
	COUNTYFP	3	String	VARCHAR2	FIPS County Code
	STATEFP00	2	String	VARCHAR2	FIPS 2000 State Code
	COUNTYFP00	3	String	VARCHAR2	FIPS 2000 County Code
	TRACTCE00	6	String	VARCHAR2	Census Tract Code
	BLOCKCE	4	String	VARCHAR2	Tabulation block number
	SUFFIX1CE	2	String	VARCHAR2	Census Block Suffix 1
	SUFFIX2CE	2	String	VARCHAR2	Census Block Suffix 2
	NCELIGIBLE	1	String	VARCHAR2	Block Eligible for New Construction Y/N?
	BLOCK	8	String	VARCHAR2	Tabulation Block Number, Census Block Suffix 1, Census Block Suffix 2
	BLOCKID	19	String	VARCHAR2	FIPS State Code, FIPS County Code, Census Tract Code, Tabulation Block Number, Census Block Suffix 1, Census Block Suffix 2

Changing Our Coordinate System to Match Yours

Our files are in GCS NAD83 format. Please feel free to project these files into your local coordinate system projection. Most GIS software packages contain projection wizards, or something similar, allowing

the user to transform file coordinate systems and projections. For example, if your office uses ArcView to update files, please activate and utilize ArcView's 'Projection Utility Wizard' extension. If using ArcGIS, please use its "Projection Utilities" in ArcToolbox. MAF/TIGER shapefiles contain defined projection information in the *.PRJ file. Both ArcView and ArcGIS access the *.PRJ file for projection information; therefore, there is no need for you to define these parameters before changing the file's coordinate system. Remember, the shapefiles are for geocoding purposes only. The New Construction will not accept any feature updates.

If you encounter problems, please contact the Help Desk toll free at 1-866-919-5822 for assistance.

Edges Layer Data Dictionary

The data dictionary defines the attribute information for each feature contained in the edges layer. See Figure 4.3 for an example of the edges layer data dictionary.

Figure 4.3: Edges Layer Data Dictionary

Field	Length	Type	Description
TLID	10	Integer	TIGER/Line® ID
MTFCC	5	String	Feature MTFCC
FIDELITY	1	Integer	Shape Fidelity Flag
FULLNAME	120	String	Feature name

- **TLID** is the TIGER/Line ® ID

- The MAF/TIGER Feature Class Code or **MTFCC** is used to identify the most noticeable characteristic of a feature.

    o The **MTFCC** is a 5-character code; the first character is a letter describing the feature class. For example, streets and roads are identified as S1400.

    o The Census Feature Class Codes or CFCC were recently changed to the **MTFCC**. A crosswalk is provided in Figure 4.4 as well as in the readme.txt file on your CD-ROM.

- **FIDELITY** is the Shape Fidelity Flag.

- **FULLNAME** is the feature name.

Figure 4.4: Census Feature Classification MTFCC to CFCC Crosswalk

Census Feature Classification MTFCC to CFCC Crosswalk
Road Features

MTFCC	FEATURE NAME	CFCC
S1100	Interstate Highway or Primary Road with limited access	A11, A12, A13, A14, A15, A16, A17, A18, A19
S1200	Primary Road without limited access, US Highway, State Highway, or County Highway, Secondary and connecting roads	A21, A22, A23, A24, A25, A26, A27, A28, A29, A31, A32, A33, A34, A35, A36, A37, A38, A39
S1400	Local Neighborhood Road, Rural Road, City Street	A41, A42, A43, A44, A45, A46, A47, A48, A49, A61, A62
S1500	Vehicular Trail (4WD)	A51, A52, A53
S1630	Ramp	A63
S1640	Service Drive usually along a limited access highway	A64
S1710	Walkway/Pedestrian Trail	A70, A71
S1720	Stairway	A72
S1730	Alley	A73
S1740	Private Road for service vehicles (logging, oil fields, ranches, etc.)	A74
S1750	Private Driveway	N/A

Water Features

MTFCC	FEATURE NAME	CFCC
H3010	Stream/River	H10, H11, H12, H76, H77
H3013	Braided Stream	H13
H3020	Canal, Ditch or Aqueduct	H20, H21, H22

Railroad

MTFCC	FEATURE NAME	CFCC
R1011	Railroad Feature (Main, Spur, or Yard)	B11, B12, B13, B14, B15, B16, B19, B21, B22, B23, B29, B31, B32, B33, B39
R1051	Carline, Streetcar Track, Monorail, Other Mass Transit Rail	B51, C31
R1052	Cog Rail Line, Incline Rail Line, Tram	B52

Miscellaneous Features

MTFCC	FEATURE NAME	CFCC
P0001	Nonvisible Legal/Statistical Boundary	F00, F10, F11, F12, F13, F14, F15, F16, F17, F18, F19, F20, F21, F22, F23, F24, F25, F50, F52, F70, F71, F72, F73, F74, F80, F81, F82, F83, F84, F85, F86, F87, F88
L4010	Pipeline	C10
L4020	Power Transmission Line	C20
L4110	Fence Line	E10
L4121	Ridge Line	E21
L4031	Aerial Tramway/Ski Lift	N/A
K2451	Airport or Airfield	D51
L4140	Property/Parcel Line	F40, F41
L4165	Ferry Crossing	A65, B40

CHAPTER 5
SUBMITTING YOUR NEW CONSTRUCTION PROGRAM UPDATES

Submitting Your New Construction Program Updates
Shipping Your New Construction Materials

Submitting Your New Construction Materials

After completing your update of the New Construction materials, return the materials with updates to the Census Bureau's Regional Census Center responsible for your jurisdiction. See the back cover for a list of Regional Census Centers. Use the enclosed FedEx return package to return your address list.

- Save your address list file as a pipe-delimited, ASCII text file. *(If you need further instruction on saving a pipe-delimited, ASCII text file, please call the Help Desk toll free at 1-866-919-5822.)*

- Name the file containing your local address list **<entity ID>_ NC.txt** (*<entity ID> is your entity identification code found on your New Construction materials*). For example, the local address list file will be named XXyyyyyyyyyy_NC.txt (where "XX" is either CO, PL, MC, and "y" is the numeric part of the FIPS code).

- For Tribal address lists, name the file containing your address list **<entity ID>_ NC.txt** (*<entity ID> is your entity identification code found on your New Construction materials*). For example, TRyyyyTAzzzz_NC.txt (where "yyyy" is the tribe code and "zzzz" is the tribal area code).

- Make a copy of your submitted file to keep for your records.

- ZIP the file (Optional).

  o If you do not have ZIP software, Freebyte ZIP software is provided on your CD-ROM.

  o If you choose to Zip your file use the password provided in the Enclosure Letter.

- Burn the file to a CD-ROM or DVD.

- Send the CD-ROM or DVD to your Census Bureau Regional Census Center as instructed in the section, *Shipping Your New Construction Materials*.

- You **cannot** submit files via e-mail or post the files to an FTP site.

Shipping Your New Construction Materials

- Address all envelopes, mailing boxes, mailing tubes, etc. to:

  ATTN: GEOGRAPHY
  U.S. Census Bureau
  Address for your Census Bureau Regional Office

  You can find a list of the Census Bureau's Regional Office addresses on the back cover.

- The Census Bureau has provided you a FEDEX envelope in which to return your New Construction submission. We have included in your package a FEDEX billable stamp so you can ship your updates to your Regional Census Center at no cost to your government. The Census Bureau uses FEDEX because it costs less than Business Reply Mail service from the USPS and includes shipment tracking. If you do not know a location for a FEDEX drop off, please call 1-800-GOFEDEX. The gray portion of the billable stamp is the receipt for your records. The white portion should be peeled from the label and adhered to the envelope. To ensure that the package was received by the Census Bureau, please save the gray portion as it contains the tracking number (12 digit numbers on the bottom right corner).

- If you do not use the provided FEDEX envelope to return your New Construction submission, please use shipping contractors that provide tracking services, such as U.S. Postal Service (USPS) certified or registered mail, FedEx, United Parcel Service (UPS), or a similar service.

APPENDICES

LEGEND

SYMBOL DESCRIPTION	SYMBOL	LABEL STYLE
Federal American Indian Reservation	★ ★ ★ ★ ★	L'ANSE RESERVATION (TA 1880)
Off-Reservation Trust Land	+ + + + + +	T1880
American Indian Tribal Subdivision	● ● ● ● ● ● ●	SHONTO (620)
Alaska Native Regional Corporation	▼▲▼▲▼▲▼	NANA ANRC 52120
American Indian Area (fill)		
State (or statistically equivalent entity)	▱ ▱ ▱ ▱ ▱ ▱	NEW YORK 36
County (or statistically equivalent entity)	☐ ☐ ☐ ☐ ☐ ☐	ERIE 029
Minor Civil Division (MCD)[1]	⬠ ⬠ ⬠ ⬠ ⬠ ⬠	Lee town 41460
Consolidated City	● ● ● ● ● ●	MILFORD 47500
Incorporated Place[2]		Davis 18100
Census Tract		9501.00
Census Block		1425

DESCRIPTION	SYMBOL	DESCRIPTION	SYMBOL
Interstate	3	Geographic Offset and Corridor	
U.S. Highway	2	Water Body	Pleasant Lake
State Highway	4		
Other Road	Marsh Ln	Swamp or Marsh	Okefenokee Swamp
Cul-de-sac		Glacier	Bering Glacier
Circle		Airport	✈ Oxnard Airport
4WD Trail, Stairway, Alley, Walkway, or Ferry		Cemetery	Powell Cmtry
Railroad	Southern RR	Golf Course	Pinehurst GlfCrs
Pipeline or Power Line		Military	Fort Belvoir
Ridge or Fence		National Park or Forest	Yosemite NP
Property Line		Other Park	St-Francis Park
Nonviable Boundary or Feature Not Elsewhere Classified		Mountain Peak or Hill	▲ Mt. Baker
Perennial Stream	Tumbling Cr	Inset Area	A1
Intermittent Stream	Piney Cr	Outside Subject Area	
Non-eligible blocks			

The map legend describes the various symbols and colors used on the paper maps. The legend is divided into three columns:

1. The Symbol Description column includes the type of features, boundaries, and geography shown on the map.

2. The Symbol column shows the symbols representing the feature in the symbol description.

3. The Name Style column shows an example of the name of a particular feature such as a road, waterway, or geographic area displayed on the map.

Boundaries

The first group of symbols in the legend refers to different boundary types or geographic area shown on the map. Each type of boundary has a distinct color or symbol.

SYMBOL	DESCRIPTION AND LABEL STYLE
★ ★ ★ ★ ★ ★	**FEDERAL AMERICAN INDIAN RESERVATION**
+ + + + + +	**Off-Reservation Trust Land**
⬠ ⬠ ⬠ ⬠ ⬠ ⬠	AMERICAN INDIAN TRIBAL SUBDIVISION
▽ ▲ ▽ ▲ ▽ ▲ ▽	*ALASKA NATIVE REGIONAL CORPORATION*
⋰⋰⋰⋰⋰	American Indian Area (fill)
∥ ∥ ∥ ∥ ∥ ∥	STATE (or statistically equivalent entity)
▢ ▢ ▢ ▢ ▢ ▢	COUNTY (or statistically equivalent entity)
⬡ ⬡ ⬡ ⬡ ⬡ ⬡	MINOR CIVIL DIVISION (MCD)
○ ○ ○ ○ ○ ○	Consolidated City

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Transportation

The second group of symbols represents various types of transportation features. Thicker lines identify major roadways such as interstates and U.S. highways while thinner lines represent secondary roads and city streets. Also identified are cul-de-sacs and circles. Jeep trails, walkways, stairways, and ferries, represented by distinctive dashed lines, are included in this section.

Interstate	—●3—
U.S. Highway	—②—
State Highway	—④—
Other Road	Marsh Ln
Cul-de-sac	—●
Circle	—○

Other Features

The third group of symbols represents other feature types such as pipelines and property lines.

Pipeline or Power Line	■—■—■—■—
Ridge or Fence	— · — · — · — · —
Property Line	— — — — — —
Nonvisible Boundary or Feature Not Elsewhere Classified	··························

Landmarks

The last group of symbols represents various landmarks on the map such as rivers and lakes, glaciers, airports, cemeteries, golf courses, jails, military installations, parks, and mountain peaks. The area outside of the subject area is speckled gray.

Large River or Lake	Pleasant Lake
Glacier	Bering Glacier
Airport	✈ Oxnard Airport
Cemetery	Bowell Cmtry
Golf Course	Pinehurst GlfCrs
Jail	Folsom State Prison
Military Installation	Fort Belvoir
Park	St Francis Park
Mountain Peak	▲ Mt. Baker
Inset Area	A
Outside Subject Area	

Footnotes and Notes

The footnote and notes section of the legend and below the legend provide additional information and details on geographic relationships, boundaries, and symbols. Additionally, you can locate the map sheet key to adjacent sheets and sheet to parent sheet number.

Key to Adjacent Sheets

12	13	14
19	20	21
27	28	29

Sheet Location within Entity

Sheet 20 of 74 PARENT sheets
Total Sheets: 76 (Index 1; Parent 74; Inset 1)

Where state, county, and/or MCD boundaries coincide, the map shows the boundary symbol for only the highest-ranking of these boundaries. Where American Indian reservation and American Indian tribal subdivision boundaries coincide, the map shows only the American Indian reservation boundaries.

1 MCD boundaries are shown in the following states in which MCDs have functioning governments: Connecticut, Maine, Massachusetts, Michigan, Minnesota, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, and Wisconsin.

2 Incorporated place name color correlates to the incorporated place fill color.

Appendix B
Street Type Abbreviation Examples

Full Name	Abbreviations
Alternate Route	ALT
Avenue	AVE
Boulevard	BLVD
Circle	CIR
County Highway	CO Hwy
County Road	CO Rd
Court	CT
Drive	DR
East	E
Four-Wheel Drive Trail	4WD
Freeway	FWY
Highway Contract Route	HCR
Interstate	I
Intersection	INT
Lane	LN
North	N
Parkway	PKWY
Road	RD
Route	RTE
Rural Route	RR
South	S
Star Route	ST RT
State Highway	ST HWY
State Road	ST RD
State Route	ST RTE
Street	ST
Thoroughfare	THFR
Township Highway	TWP HY
Township Road	TWP RD
West	W

Appendix C
Unit Designation Abbreviation Examples

Name	Abbreviation
Apartment	APT
Basement	BSMT
Bottom	BOTM
Downstairs	DOWN
Floor	FLR
Front	FRNT
Interior	INTE
Level	LVL
Lower	LOWR
Middle	MIDL
Mobile Home	MH
Number	#
Penthouse	PH
Room	RM
Right	RGHT
Space	SP
Studio	STUD
Suite	STE
Suites	STES
Trailer	TRLR
Upper	UPPR
Upstairs	UPS

GLOSSARY

Address breaks – Address breaks are the city-style addresses on each side of a boundary or at an intersection of a street with another street or another feature.

Address count list – Identifies the number of housing unit addresses and group quarters addresses on the Census Bureau's address list for each census block within a jurisdiction.

Address range – The lowest and highest address numbers used to identify structures along each side of a street segment that has city-style addresses. Usually one side of the street has even address numbers and the other side has odd address numbers.

Block number – A 4-digit number, plus 1 alpha character block suffix, if applicable, used by the Census Bureau to identify each census block. Census blocks are numbered uniquely within each census tract.

Boundary – A line, either invisible or coincident with a visible feature that identifies the extent of a geographic entity, such as a census tract, city, or county.

Boundary and Annexation Survey – An annual survey to collect information about selected legally defined geographic areas. The BAS is used to update information about the legal boundaries and names of all governmental units in the United States.

Census Bureau address list – A nationwide list of all housing unit and group quarters addresses known to the Census Bureau. In addition to the mailing address and ZIP Code, the Address List may identify the location of each housing unit and group quarters.

Census block – A geographic area bounded by visible features, such as streets, roads, streams, and railroad tracks, and invisible features, such as the boundaries of governmental units and other legal entities. A census block is the smallest area for which the Census Bureau collects and tabulates statistical information. Census blocks are numbered within census tracts and are unique to the census tract to which they belong.

Census block number –Census block numbers contain a 4-digit number plus a 1-digit alpha character, if applicable, e.g. 3001A. Suffixes, such as 2011A and 2011B, reflect boundary changes as well as added features.

Census Bureau – An agency within the U.S. Department of Commerce. The U.S. Census Bureau is the country's preeminent statistical collection and dissemination agency. It publishes a wide variety of statistical data about people and the economy of the nation. The Census Bureau conducts approximately 200 annual surveys and conducts the decennial census of the United States population.

Census Bureau map – Any map produced by the Census Bureau. A Census Bureau map displays geographic entities used in a Census Bureau sponsored census or survey for which the Census Bureau tabulates data.

Census tract – A small, relatively permanent statistical division of a county or statistically equivalent entity, delineated for the purpose of presenting Census Bureau statistical data. Census tracts never cross the boundary of a county or statistically equivalent entity, but may split other geographic entities; e.g., minor civil divisions and places.

Census tract number – Unique numbers to identify census tracts within a county or statistically equivalent entity. Census tract numbers contain up to a 4-digit number followed by a decimal point and a 2-digit number for suffixed tracts, e.g., 1234.01. For census tracts without a suffix, the number will contain a period with zero fill, e.g., 4567.00. Leading zeros are not shown on Census Bureau maps.

Chief executive/highest elected official – The person most responsible for the governmental activities of a local government. This person receives the New Construction Program invitation letter, and must designate a New Construction liaison, if desired.

City-style address – An address that consists of a house number and street name; for example, 201 Main Street. The address may or may not be used for the delivery of mail and may include apartment numbers/designations or similar identifiers.

County – The primary legal division of most states. Most are governmental units with powers defined by state law.

Delivery Sequence File (DSF) – A computerized file containing all delivery point addresses serviced by the U.S. Postal Service (USPS). The USPS updates the DSF continuously as its letter carriers identify addresses for new delivery points or changes in the status of existing addresses.

Edges shapefile – All linear features in the MAF/TIGER database are contained in the edges shapefile. Use the edges shapefile to add, delete, or change linear feature attributes.

Enumeration – The process of interviewing people and recording the information on census forms.

Feature – Any part of the landscape, whether natural (such as, a stream or ridge) or artificial (such as a road or power line). In a geographic context, features are any part of the landscape portrayed on a map, including nonvisible boundaries of legal entities, such as city limits or county lines.

Federal Information Processing Standards codes (FIPS codes) – a standardized set of numeric or alphabetic codes issued by the National Institute of Standards and Technology (NIST) to ensure uniform identification of geographic entities through all federal government agencies. The entities covered include: states and statistically equivalent entities, counties and statistically equivalent entities, named populated and related

location entities (such as places and county subdivisions), and American Indian and Alaska Native areas.

Geocodes – Codes that place an individual address in its correct geographic location, which includes the correct **state, county, census tract, and census block** codes.

Geographic Information System (GIS) – A computer system for the storage, retrieval, and maintenance of information about the points, lines, and areas that represent the streets and roads, rivers, railroads, geographic entities, and other features on the surface of the Earth-information that previously was available only on paper maps.

Governmental unit – A geographic entity established by legal action for the purpose of implementing specified governmental functions. Most governmental units provide a number of general government services and raise revenues (usually through taxing authority).

Group quarters – A place where people live or stay, in a group living arrangement that is owned or managed by an entity or organization providing housing and/or services for the residents. This is not a typical household-type living arrangement. These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those receiving these services. People living in group quarters are usually not related to each other.

Group quarters include such places as correctional facilities, juvenile facilities, nursing homes, hospitals with long-term care facilities, college or university dormitories, fraternities, sororities, dormitories for workers, religious group quarters, shelters, group homes. Group Quarters are **NOT** included in the 2010 New Construction Program.

Housing unit (HU) – A single-family house, townhouse, mobile home, trailer, apartment, group of rooms, or a single room occupied as a separate living quarters or, if vacant, intended for occupancy as a separate living quarters. A separate living quarters is one in which one or more occupants (or intended occupants, if vacant) live separate from any other individual(s) in the building and have direct access to the living quarters without going through another living quarters, such as from outside the building or through a common hall.

Legal boundary – The legally defined boundary of a governmental unit, usually referring to a county, minor civil division, or incorporated place. The legal boundary identifies the area within a local government's jurisdiction, and thus bounds the area of New Construction responsibility.

New Construction liaison – Also known as the program primary liaison or designated liaison. A person voluntarily appointed by the chief executive/highest elected official of each jurisdiction to review the Census Bureau's address list and maps against local records to identify differences.

MAF/TIGER Database – The Census Bureau's nationwide geographic database, which integrates the Master Address File (MAF) and Topologically Integrated Geographic Encoding and Referencing (TIGER®) files.

MAF/TIGER Partnership Software (MTPS) – A GIS application provided by the Census Bureau that has customized functionality required by Census Bureau geographic partnership programs.

Map Sheet to Block Number Relationship List – A list identifying census block numbers and the Census Bureau map(s) on which each block is located.

Master Address File (MAF) – A nationwide database of all addresses to support many of the Census Bureau's operations. Besides containing mailing addresses and ZIP Codes, a MAF record also contains geographic information about the location of addresses.

Metadata – describes the data content, coordinate system/projection, author, source, and other characteristics of GIS files.

Minor civil division (MCD) – A type of governmental unit that is the primary governmental or administrative subdivision of a county. MCDs are identified by a variety of terms, such as town (in 8 states), township, and/or district, and include both functioning and nonfunctioning governmental entities.

Non-city style address – An address that does not have a house number and/or street name or may not include a complete house number and street name address. This includes rural route and box number address and highway contract route addresses, etc., which may include a box number, post office boxes and drawers, and general delivery.

Occupied housing unit – A housing unit is classified as occupied if it is the usual place of residence of the individual or group of persons living in it at the time of enumeration or if the occupants are only temporarily absent; for example, away on vacation. Occupied rooms or suites of rooms in hotels, motels, and similar places are classified as housing units only when occupied by permanent residents, that is, individuals for whom the facility is their usual place of residence.

Place – A concentration of population either legally bound as an incorporated place or identified by the Census Bureau as a census designated place.

Regional Census Center – One of 12 Census Bureau centers responsible for the Census Bureau's office and field operations within its region.

Shapefile – Spatial and attribute file used to represent geographic features such as streets and boundaries. Shapefiles can represent point, line, or area features and require GIS or mapping software.

Street segment – The portion of a street or road between two features that intersect that street or road, such as other streets or roads, railroad tracks, streams, and governmental unit boundaries. The Census Bureau records the known address ranges for every street segment with city-style addresses.

Structure Point – A dot on a Census Bureau map, used to show the location of one or more living quarters. 4-digit number plus 1-digit alpha character assigned within a census block to each structure point. Structure points are stored in the TIGER® database.

Topologically Integrated Geographic Encoding and Referencing (TIGER®) – A computer database that contains a digital representation of all map features (streets, roads, rivers, railroads, lakes, and so forth) required to support Census Bureau operations, the related attributes for each, and the geographic identification codes for all entities used by the Census Bureau to tabulate data for the United States, Puerto Rico, and Island Areas.

Vacant housing unit – A habitable structure containing living quarters that is not occupied. New housing units not yet occupied are classified as vacant housing units if construction has reached a point where exterior windows and doors are installed and final usable floors and a roof are in place. Vacant units are excluded if open to the elements, or if there is positive evidence, such as a sign on the house, that the housing unit is to be demolished or has been condemned.

U.S. Census Bureau Regional Census Centers
Toll Free 1-866-511-5822

Atlanta RCC: Geography
285 Peachtree Center Avenue NE
Marquis II Tower, Ste. 1000
Atlanta, GA 30303-1230
(404) 332-2711

Detroit RCC: Geography
300 River Place Drive, Ste. 2950
Detroit, MI 48207-4184
(313) 396-5002

Boston RCC: Geography
1 Beacon Street, 7th Floor
Boston, MA 02108-3107
(617) 223-3600

Kansas City RCC: Geography
2001 NE 46th Street, Ste. LL100
Kansas City, MO 64116-2051
(816) 994-2020

Charlotte RCC: Geography
3701 Arco Corporate Drive, Ste. 250
Charlotte, NC 28273
(704) 936-4200

Los Angeles RCC: Geography
9301 Corbin Avenue, Ste. 1000
Northridge, CA 91324-2406
(818) 717-6701

Chicago RCC: Geography
500 West Madison Street, Ste. 1600
Chicago, IL 60661-4555
(312) 454-5600

New York RCC: Geography
330 West 34th Street, 13th Floor
New York, NY 10001-2406
(212) 971-8800

Dallas RCC: Geography
2777 N Stemmons Freeway, Ste. 200
Dallas, TX 75207-2514
(214) 267-6920

Philadelphia RCC: Geography
1234 Market Street, Ste. 340
Philadelphia, PA 19107-3780
(215) 717-1000

Denver RCC: Geography
6950 W Jefferson Avenue, Ste. 250
Lakewood, CO 80235-2032
(720) 475-3600

Seattle RCC: Geography
19820 North Creek Parkway N, Ste. 100
Bothell, WA 98011-8227
(425) 908-3010